



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 11-08-156	OPENING DATE: 01-12-09	CLOSING DATE: 02-02-09	OPEN TO ALL CANDIDATES
POSITION: Procurement and Contracts Branch Manager JS-14	TYPE OF APPOINTMENT: Career Service		SALARY: \$102,721 - \$133,543 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Administrative Services	LOCATION: 616 H Street, NW		Tour of Duty: Full-time

BRIEF DESCRIPTION OF DUTIES: The incumbent obtains contractual agreements through negotiations with private contractors, consultants and non-profit organizations to furnish services, supplies, equipment or other materials to the DC Courts. Responsible for the oversight of the contracting process from pre-award through post-award functions. Serves as advisor to court officials in procurement planning meetings on objectives, statements of work, determinations and findings, and solicitation documents. Performs detailed analyses of proposal cost elements, and makes necessary modifications regarding specification changes, language ambiguities, or clarification of contract clauses. Explores new or innovative contracting approaches to arrive at equitable contract arrangements. Serves as lead negotiator, plans strategies, and negotiates with contractors to develop prices and terms. Awards contracts. Provides output reports to the Administrative Officer and Executive Officer that provide a capsulated record of purchases to provide instant cost comparisons for budgetary purposes and accounting needs.

MINIMUM QUALIFICATIONS: A bachelor's degree in public or business administration or a related field, plus six (6) years of experience in procurement and/or contracts management. Equivalent combinations of relevant education or experience may be substituted on a year-to-year basis. Please submit a copy of your most recent performance evaluation, if available, with your application.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor, on separate sheet(s) of paper. **Failure to respond to all ranking factors will disqualify you from further consideration.**

1. Knowledge of contract types, methods and techniques, including cost and special provisions relating to proprietary rights, and of the regulations and techniques of source selection.
2. Skill in using negotiation techniques to conduct contract negotiations.
3. Ability to supervise, monitor and evaluate staff and to plan program initiatives, develop performance objectives, revise monitoring systems and assess staff needs.
4. Ability to communicate effectively, orally and in writing.

SELECTION PROCESS: After a review of applications and ranking factors, a structured oral interview, writing sample, or other assessment method may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit D.C. Courts Application and Ranking Factor Responses:

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001; FAX to (202)879-4212
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th St., NW between H & F Streets), 6th Floor, Washington, DC

For a court application, call (202) 879-0496 or visit our website at www.dccourts.gov.

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.